



Forest Park Elementary

Ready for Learning School Plan

In Response to COVID-19

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The Forest Park Ready for Learning Plan will be modified and adjusted as needed according to LRSD and ADH Guidelines.

Introduction

Forest Park Elementary School Ready for Learning Plan is in addition to the LRSD Ready To Learn Plan and created with input from a guiding coalition of parents, students, teachers, administrators and district level staff. This plan is intended to aid in guiding the reopening of our school. The guidelines referenced in this plan are based on guidance from the Arkansas Department of Elementary and Secondary Education (DESE), Arkansas Department of Health (ADH), and the Little Rock School District (LRSD). Regular updates will be based on information provided by the ADH, DESE, and applicable federal, state, and local agencies.

Please read the Little Rock School District Ready to Learn Plan.

Mission

The mission of the Forest Park Elementary community is to provide progressive and differentiated instruction in a nurturing environment that develops life-long love of learning and prepares students for the future.

Core Values

Safe Nurturing Positive Environment

High Academic Achievement

Open Communication

Data Driven Decision

Continuous Improvement

Safety of Students, Staff and Visitors

Visitors

Visitors will be limited to emergency and/or essential business only. All visitors will be required to complete a screening prior to entering the building and wear a face mask while inside. Parents and guardians will schedule meetings in advance with school personnel.

Many parents bring lunches, backpacks, and other forgotten items throughout the day. Forest Park will have a cart outside the front door for parents to place items labeled with student names and teacher names. It is important to decrease traffic throughout the day to increase safety for our students and staff.

Please read the Arkansas Department of Education Back-to-School Playbook for information on the ADE's Planning for Reengagement.

Health Protocol

Staff and students of Forest Park are expected to follow LRSD health and safety guidelines. All staff will complete a Covid-19 screening questionnaire daily.

Please review the Arkansas Department of Health Covid-19 Resources and Information.

Staff or students who become ill at school will report to the nurse's station immediately. The nurse will assess and follow LRSD and Arkansas Health Department required protocols for reporting potential cases.

Parents will be contacted to pick up their child. Parents will be expected to pick up their child quickly. While waiting, the student will remain in the isolation directed by the nurse. The school nurse will then follow district and state protocols for reporting potential Covid-19 cases and contact tracing.

Covid-19 Symptom Guidelines

Students who show any symptoms of being sick must stay at home. Please call the office at 501-447-5000 before 9:00 am to report an absence and reason. We ask each parent to check their child's temperature daily before arriving at school to help mitigate the spread of illness. If a student has any form or contact with someone who has been diagnosed, he/she must stay home for a 2-week period.

The signs and symptoms of COVID-19 include:

- *Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Chills*
- *Repeated shaking with chills*
- *Muscle pain*
- *Headache*
- *Sore throat*
- *Loss of taste or smell*
- *Diarrhea*

Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 or higher, they should not go to school. If your child has had close contact with a Covid-19 case, they should not come to school. Please advise the Forest Park school nurse, Pam Kuhn.

Medication

The nurse will dispense daily medication to students on an individual basis according to the child's needs. Please set an appointment for student medication drop-off curbside through the Forest Park nurse. Please call 447-4505 in advance to schedule.

Social Distancing

Students and staff will be expected to physically distance. All individuals in the building will practice staying 6 feet apart. There will be hallway floor markings and signage in common areas to encourage physical distancing.

Face Covering Required for Personnel and Students

Anyone who enters the building will be expected to wear a face covering. LRSD will provide face coverings to all providing in school instruction to students. Face coverings should be school appropriate.

In conjunction with the LRSD plan, if a student refuses to wear a face covering, his or her parent/guardian will be notified. If the behavior continues, the student will be assigned to the virtual learning environment.

Communication

Forest Park will communicate to families using the following:

- Forest Park Web Page
- ParentLink Principal Emails and Phone Calls
- Classroom Teacher Weekly updates through Schoology
Schoology parent training will be provided.
- Teacher/Parent Emails and Phone calls as needed
- Student Agenda Books used daily for grades 1-5
The Agenda book contains the Forest Park Handbook, 7 Habits for Students, Personal Goal Setting, daily assignments, parent reminders and essential resources in the back of the book.

Sanitation

Forest Park school building is sanitized multiple times daily in specific common areas using health regulated products for public schools. Custodians follow the LRSD Facility guidelines and protocols for cleaning classrooms, restrooms, cafeteria, and hallways. In addition to LRSD provisions, the Forest Park PTA is planning to supply touchless hand sanitizer dispensers for each classroom. Hand sanitizing stations are placed throughout the building for use when needed.

Academics

Classroom Instruction

All students (in person and virtual) must be in their seat ready to learn at 8:00 a.m. Daily attendance will be taken in accordance with the district and state policies. Parents should call and report all absences by 8:15 a.m.

In Person – Students will remain 6 feet apart in classrooms when possible. When students cannot remain 6 feet apart, face coverings will be worn. Teachers will instruct implementing curriculum already in place using Schoology, the district’s Learning Management System (LMS) virtual platform to enhance in-person classroom instruction and learning. Each student will have a Chromebook assigned.

Virtual – Students will be assigned to a classroom teacher who will provide virtual instruction and support. A Chromebook will be provided for each student and distributed curbside to parents. Teachers will provide assignments and assessments through the Schoology platform.

Virtual Students will:

- Login to Schoology daily.
- Be present and engaged in all required TEAMS (video conferencing) sessions.
- Be on time and stay the session is finished.
- Complete assignments and assessments set by teacher due dates.

Attending Live TEAM Sessions:

Please be aware of the following environmental expectations regarding the TEAMS. Remember, students should conduct themselves as if they were in class on campus.

During live TEAM sessions:

- Forest Park uniform shirt
- No virtual backgrounds
- No background noise (pets, toys, video games, TV, etc.)
- No eating or drinking
- Only students enrolled in TEAMS present

The teacher may remove a student during the live TEAM session if student is not following expectations. If a student is removed from a live session, the teacher will document the incident and contact the parent. Removal may constitute grounds for disciplinary action in compliance with the LRSD Students Rights and Responsibility Handbook.

Social - Emotional Learning

The counselor provides bi-weekly lessons to each classroom and small group as needed. Our counselor is available for one to one student guidance instruction.

Small Group Differentiation

Academic needs of students are also met through small group and individual personalized lessons. Classroom teachers will also schedule LIVE instruction with virtual students.

Specialists Classes

Art, Music, Library/Media, and Technology classes will be held in the homeroom to avoid additional travel and cross contamination. PE will be held outside, weather permitting, and in the homeroom if weather is not conducive to being outdoors for extended time.

Students will go in small groups to the Library Media Center to check out books. Returned books will be quarantined based on ADH guidelines. Computer lab is not available until further notice.

Students who receive services such as Special Education (SPED), Speech, Occupational Therapy (OT), Physical Therapy (PT), English for Speakers of Other Languages (ESOL), Dyslexia, and Gifted and Talented (GT) will receive

their services in both environments (In-person and Virtual). Teachers will sanitize their areas between groups.

Students who have IEP and 504 plans will still receive their accommodations and modifications. Teachers are expected to follow the accommodation plans as written in both the virtual and in-person environments.

Parents of virtual students may request conferences, meetings or support via Schoology, phone, or email.

After School Activities

Forest Park will follow district and state guidelines regarding after school activities. The CARE program is available for registration.

Field Trips

Until further notice, there will be no field trips. Virtual field trips are encouraged to allow students experience and exposure to the greater community.

Grades and Attendance

LRSD grading policy will be followed for all students. Students are expected to complete assignments daily, whether in person or virtual. Teachers will enter one grade per subject weekly. Attendance is required daily for in-person and virtual learning.

Please review the current [Arkansas Division of Elementary and Secondary Education Updates](#).

Building Routines

Arrival: In order to ensure the safety of all students and staff, students will not be allowed to play in the mornings. Students will report to their designated playground. Students will proceed to their class's assigned and socially distanced spot prior to school entry by 7:50 a.m. Supervision is provided at 7:40 a.m. Car riders and walkers should not report to the campus before 7:40 a.m., because there will be no adult supervision before 7:40 a.m. Students will report to classroom during inclement weather.

West Playground: Kindergarten, Second Grade, and Fifth Grade will report to their designated classroom area indicated by signage. Entry begins at 7:50 a.m. Classroom teachers will lead their class. Kindergarten enters in the west restroom door; Second Grade enters in the west front building door; Fifth Grade enters in the west back door.

East Playground: First Grade, Third Grade, and Fourth Grade will report to their designated classroom area indicated by signage. Entry begins at 7:50 a.m. Classroom teachers will lead their class. First Grade enters in the east restroom door; Third Grade enters in the east front door; Fourth Grade enters in the east back door.

Dismissal: Students will be dismissed in rounds beginning with bus riders, then walkers, and lastly car riders. Teachers will supervise social distancing in each class's assigned area while waiting for car rider pick up. Students are picked up on the same side of the school building as arrival. **Parents wait in their cars for students to load.** Bus riders report to the bus area and follow the social distancing protocol by sitting in assigned seats daily.

Lunch/Recess

Grade level classrooms have scheduled lunch and recess times. The classroom teacher will send an email detailing the students' daily schedule.

Lunch is served in Grab and Go containers. Kindergarten through 5th Grade students will have assigned seats in the cafeteria with their grade level.

Classes will be separated with 3 seats between each student or as much as possible. Pre- Kindergarten students eat meals and snacks in the classroom. Markings will be placed on the floor in the cafeteria to allow for adequate spacing while in line for food and dispensing trash. Additional hand sanitizer will be available in the cafeteria.

After eating lunch, students will go outside to the playground. Each class will have a designated location for playtime while wearing face coverings. The designated locations will be on a rotating schedule so students get the opportunity to play in all areas. The cafeteria is disinfected between each lunch period.

Breakfast

Students may eat breakfast in the cafeteria served in Grab and Go containers beginning at 7:40 a.m. Students sit at tables 3 seats apart.

Water Fountains

Water fountains are not available for use. Students should bring a reusable water bottle.

Classroom

Students have assigned seats socially distanced 6 feet apart or as much as possible with hand washing scheduled often throughout the day. Floor markings indicating social distancing of 6 feet and signage reminding of safety protocol will be visible in all classrooms.

Hallway

Traveling as a whole class will be limited to lunch/recess and PE. Students will be monitored to ensure social distancing at all times. Floor markings and signage will be used as directed by all faculty and staff. Hand sanitizing stations are placed throughout the building for use when needed.

Restrooms

All classes will have scheduled classroom restroom breaks and proper hand washing times. Classes will be allotted time to take care of needs. Students are

allowed to go to the restroom when an additional need arises. Restrooms will be cleaned multiple times daily.

Personnel will practice social distancing at all times. Only 4 personnel are allowed in the teacher work area or lounge area at a time.

Transportation

Students wearing face coverings are socially distanced and assigned seats daily riding buses to and from school.

Early Check-Out

Student early check-out is strongly discouraged. If an early check out is an emergency or necessary, the check-out must occur before 2:00 p.m. No students should be checked-out after 2:00 p.m. When the parent or guardian arrives, photo IDs should be ready and a call made to the office at 447-4503 for a school personnel to walk the child out to the curb in front of the school.